

MACHINIST SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2288	Machinist	14	023	6 mo.	04/21/89
2648	Tool and Instrument Mechanic	14	023	6 mo.	04/21/89
1914	Machinist Sub-Foreman	14	023	6 mo.	04/21/89
1740	Machinist Foreman	14	023	6 mo.	04/21/89

Promotional Line: 101

Series Narrative

Employees in this series perform and/or supervise skilled work in the trade of machinist.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Machinist **2288**

Employees at this level perform skilled work in the construction and repair of machines, apparatus, equipment, and their sub-assemblies. The employees work under direct supervision from a designated supervisor.

A Machinist typically –

1. performs skilled work in the making, fitting, and assembling and disassembling of machines, apparatus, equipment, and sub-assemblies thereof
2. makes, fits, and installs parts
3. uses machinist's hand tools and power-driven machine tools
4. performs other related duties as assigned

Level II: Tool and Instrument Mechanic **2648**

Employees at this level perform highly skilled work in the trade of machinist. They work under direct supervision from a designated supervisor.

A Tool and Instrument Mechanic typically –

1. installs, repairs, constructs, develops, and calibrates a variety of machine tools, dies, jigs, gauges, instruments, gears, and fixtures
2. performs difficult machine operations on replacement parts
3. makes parts and assembles new equipment as sketched by others

4. operates precision instruments
5. exercises judgment to diagnose trouble, tear down, determine necessary repair, and reassemble machines
6. performs fine instrument work (such as required for microscopes, telescopes, and other precision instruments)
7. supervises subordinates and other assistants as assigned
8. performs other related duties as assigned

Level III: Machinist Sub-Foreman**1914**

Employees at this level perform and supervise highly skilled work in the machinist trade. They work under direct supervision from a designated supervisor.

A Machinist Sub-Foreman typically –

1. assists in and is responsible for the work of machinists and other assigned personnel
2. performs skilled work in the making, fitting, assembling, and disassembling of machines, apparatus, equipment, and sub-assemblies thereof
3. performs work required of a machinist, using hand tools and power-driven machine tools
4. assists in the assignment and direction of work
5. acts for supervisor during absences
6. verifies and approves material requisitioned by employees being supervised
7. approves time cards
8. performs other related duties as assigned

Level IV: Machinist Foreman**1740**

Employees at this level supervise highly skilled precision work in the machinist trade. They work under general supervision from a designated supervisor.

A Machinist Foreman typically –

1. assumes responsibility for the care and security of tools and equipment in assigned areas
2. verifies and approves material requisitioned by employees being supervised
3. approves time cards

4. maintains shop records
5. diagnoses faults in machines, apparatus, and equipment and assists in or supervises corrective measures
6. performs highly skilled precession work on repair of instruments and equipment
7. supervises machinists and other assigned personnel
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Machinist

2288

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. experience sufficient to qualify as a journeyman machinist, with a minimum of four years of actual work at the trade, including apprentice or vocational training

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of working properties and heat treatment of metals
2. ability to do mechanical precision work with either hand or machine tools
3. ability to read and interpret drawings, sketches, and diagrams
4. ability to use shop mathematics, charts, tables, and handbook formulas

Level II: Tool and Instrument Mechanic

2648

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. experience sufficient to qualify as a journeyman machinist, with a minimum of nine years of actual work at the trade, including apprentice or vocational training

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of working properties and heat treatment of metals
2. ability to do high precision work with hand or machine tools
3. ability to read and interpret specialized drawings, sketches, and diagrams
4. ability to use shop mathematics, charts, tables, and handbook formulas

Level III: Machinist Sub-Foreman**1914**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. seven years of experience in use of machine and instrument tools used in the construction, maintenance, and repair of machines and equipment, including apprentice or vocational training

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of working properties and heat treatment of metals
2. ability to do mechanical precision work with either hand or machine tools
3. ability to read and interpret drawings, sketches, and diagrams
4. ability to use shop mathematics, charts, tables, and handbook formulas
5. supervisory ability

Level IV: Machinist Foreman**1740**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. experience sufficient to qualify as a journeyman machinist, with a minimum of nine years of actual work at the trade, including apprentice or vocational training

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of working properties and heat treatment of metals
2. ability to do high precision work with hand or machine tools
3. ability to read and interpret complex drawings, sketches, and diagrams
4. ability to use shop mathematics, charts, tables, and handbook formulas
5. supervisory ability

Machinist	Edited
Tool and Instrument Mechanic	Edited
Machinist Sub-Foreman.....	Edited
Machinist Foreman	Edited